



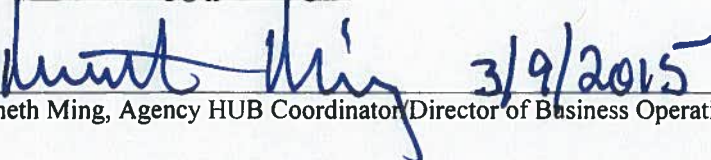
# TEXAS JUVENILE JUSTICE DEPARTMENT

## Supplemental Letter for Fiscal Year 2015 Semi-Annual HUB Report for Agency 644

The Texas Juvenile Justice Department (TJJD) recognizes the importance of the Historically Underutilized Business (HUB) Program. TJJD is committed to providing the maximum opportunity to Historically Under Utilized Business through a good faith effort of effectively promoting economic opportunities to HUB businesses. TJJD is pleased to report the following activities that demonstrate our good faith effort for the period September 1, 2014 – February 28, 2015:

- Active member of the *HUB Discussion Workgroup* and *SACC/Purchasing Subcommittee*, actively participating in the ongoing monthly meetings, gaining knowledge of HUB rules, following pending legislative changes, HUB events, and facilitating dissemination HUB information designed to increase HUB opportunity and participation.
- Participated in the MECA Career Expo held October 3, 2014 at the Phillips Event Center in cooperation with the Greater Austin Hispanic Chamber of Commerce, Greater Austin Asian Chamber of Commerce and the Greater Austin Black Chamber.
- Participated as an exhibitor at the 2015 Procurement Connection Seminar & Expo Sponsored by the Golden Triangle Minority Business Council held at Ford Park Event Center, Beaumont, Texas on February 19, 2015. Made contact with 37 HUB vendors providing them with information on how to do business with TJJD.
- Conducted Procurement Training for agency procurement staff that included specific training on HUB procedures, participation in HUB activities, and discussions on progress toward meeting HUB goals.
- Successfully implemented new Centralized Accounting and Payroll/Personnel System (CAPPS). Assisted in the development of a HUB reporting tool in CAPPS that will allow more accurate tracking and reporting of HUB information for quarterly, semi-annual and annual reporting.
- The Agency prepares and distributes information on procurement procedures to HUBs in a manner that encourages participation in state contracts by all businesses (TAC, Title 34, Part 1, Subchapter B, rule 20.13).
- Meets with and provides direct, hands on, guidance to interested HUBs seeking information regarding opportunities with TJJD. For HUBs wanting additional assistance, we provide one-on-one information sessions related to participation in other statewide opportunities for HUB businesses.
- TJJD has expanded the HUB program to include an additional assistant HUB coordinator to assist in the increase in the amount of HUB certifications, participation in events, and HUB vendor presentations as well as more assistance to HUBS.

The Texas Juvenile Justice Department supports the State of Texas HUB Program and will continue to be proactive in increasing HUB participation through good faith efforts. Should questions arise relating to this information, please contact Kenneth I. Ming, CPPB, CTCM, CTPM, Business Operations and Contracts at (512) 490-7261 or email [kenneth.i.ming@tjjd.texas.gov](mailto:kenneth.i.ming@tjjd.texas.gov).

  
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